



State of Rhode Island and Providence Plantations
DEPARTMENT OF EDUCATION
Shepard Building
255 Westminster Street
Providence, Rhode Island 02903-3400

Deborah A. Gist
Commissioner

VACANCY NOTICE

DIVISION OF EDUCATOR EXCELLENCE & INSTRUCTIONAL EFFECTIVENESS OFFICE OF INSTRUCTION, ASSESSMENT & CURRICULUM

***PARTNERSHIP FOR ASSESSMENT OF READINESS FOR COLLEGE AND CAREERS (PARCC), PROJECT SPECIALIST**

Salary (Min) \$61,704 (Mid) \$80,215

***This is a new position at RIDE, and it is to be funded through the Race to the Top grant for the award period of 2010-11 through 2014-15. Funding for continuation of the position beyond the award period is not guaranteed.**

POSTING PERIOD: January 26 – February 8, 2011

Applications will be accepted until position is filled.

APPLICATION REQUIREMENTS:	Mail or email application materials to:
<ul style="list-style-type: none">➤ Cover letter➤ Resume➤ 2 current letters of reference➤ CS-14 application➤ Equal Employment Opportunity Form (optional)	<p>Rhode Island Department of Education Office of Human Resources 255 Westminster Street Providence, RI 02903</p> <p>hr@ride.ri.gov</p>

Employment opportunities, application requirements and instructions posted at www.ride.ri.gov

PLEASE NOTE: Candidates selected for interview will be required to submit official transcripts.

REASONABLE ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES CAN BE ARRANGED IN ORDER TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB.

(Position is part of Local 2012, AFT)

***SUBJECT TO FTE AND FUND AVAILABILITY**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Telephone (401)222-4600 **Fax** (401)222-6178 **TTY** (800)745-5555 **Voice** (800)745-6575 **Website:** www.ride.ri.gov

The Board of Regents does not discriminate on the basis of age, sex, sexual orientation, gender identity/expression, race, color, religion, national origin, or disability.

**DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
NONCLASSIFIED JOB DESCRIPTION**

TITLE: Partnership for Assessment of Readiness for College and Careers (PARCC), Project Specialist

GENERAL STATEMENT OF DUTIES: Incumbents are responsible for leading and supporting standards driven educational reform by coordinating PARCC assessment activities, instruction, and assessment activities to ensure that all students will reach high standards.

SUPERVISION RECEIVED: Works under the supervision of a manager with wide latitude to exercise independent judgement. Work is subject to review on a periodic basis or upon completion for results achieved and for adherence to professional standards of conduct.

SUPERVISION EXERCISED: Generally none. May work as part of teams and in collaboration with others with wide latitude for the exercise of independent judgement to achieve results. May be involved in providing input to the performance management process as a peer or colleague as appropriate

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED AND ESSENTIAL FUNCTIONS:

Coordinates Rhode Island's work in a multi-state assessment partnership, including assistance in the design, development, and implementation of a large-scale, comprehensive assessment system for grades three through high school in English/Language Arts (ELA) and Mathematics.

Coordinates with other states, especially states designated as "Governing States," who are part of the PARCC to maintain overall project timelines and objectives.

Provides periodic written reports of work describing progress, barriers, and recommendations

Coordinates and facilitates meetings of contractors, educators, RIDE staff, and other groups as needed to fulfill the requirements of the PARCC grant.

Provides technical reports and briefs to local, State, and federal officials

Performs related work as assigned

REQUIRED QUALIFICATIONS

KNOWLEDGE AND SKILLS:

Knowledge of applicable federal, state, and local laws, rules, and regulations

Knowledge of standards-driven curriculum, instruction, and assessment

Knowledge of professional development systems related to standards-driven curriculum, instruction, and assessment.

Skilled in developing standards-driven curriculum, instruction, and assessment

Skilled in project management, setting priorities, and evaluating progress towards outcomes

Skilled in preparing reports

Skilled in facilitating meetings, professional development, and technical assistance systems

Interpersonal skills necessary to work cooperatively and effectively with individuals and groups

Must communicate effectively, both orally and in writing

EDUCATION: Bachelor's Degree in Education or related field with coursework in curriculum and assessment, Master's Degree preferred.

EXPERIENCE: Three to five years of teaching and/or program management experience and/or any combination of education and experience that is substantially equivalent.

Reasonable accommodations can be made for qualified individuals with a disability.

Must have own transportation and be available evenings and occasionally on weekends.

Date: January 2011